

# Project Acceptance Acknowledgment

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the acceptance of the proposal for the [Project Name]. We are excited to move forward and collaborate on this special project.

As we discussed, the key milestones and deliverables include:

- [Milestone 1]
- [Milestone 2]
- [Milestone 3]

Please feel free to reach out if you have any questions or require further clarification regarding the project timeline or deliverables.

We look forward to a successful partnership and the impactful outcomes of this project.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]